

## Capabilities event planning checklist (draft)

### Basic info

1. Event title
2. Guest speakers if any
3. Event coordinator name
4. Target audience (e.g. newly funded ANDS apps project partners)
5. Goal (e.g. awareness, community building, training, info sharing)
6. Date
7. Time
8. Duration
9. Delivery mode (e.g. face to face, webinar)
10. Number of participants
11. Cost

### Staging (not all required for all events)

1. Add to internal ANDS calendar and Capabilities planning board
2. Ensure added to website calendar
3. Promote event widely if required—ANDS lists, other channels
4. Book venue (location or webinar)
5. Make a note of help desk /support/assistance as needed
6. Find out about emergency arrangements if physical location (fire exits etc)
7. Check facilities meet needs for event (e.g. whiteboard, projector, remote connection)
8. Catering including special dietary requirements
9. Access including identifying any special needs
10. Accommodation
11. Travel including taxis
12. Parking
13. Gift for guest speaker
14. Decide if recording event, need to advise participants

### Event management

1. Confirm guest speakers
2. Send invitation email including all basic info plus housekeeping info plus any preparation required, RSVP required to confirm numbers
3. Pre-reading or preparation
4. Agenda/running sheet
5. Prepare or assemble any materials, handouts, presentations etc
6. Do test run for event, test all facilities
7. Send confirmation email with detailed agenda and info for connecting to webinar if appropriate, other access info as needed, send materials to remote participants to ensure they have access
8. Collect feedback on the day or do survey

Original paper checklist

①

### After the event

1. Thank guest speaker
2. After event, follow up any issues raised by participants
3. Report to ANDS management
4. Write up event for comms use if appropriate
5. Include in annual reporting
6. Review event and decide on any improvements needed for next time

Original paper checklist

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## Capabilities GoTo Meeting Media Workflow

Steps taken by the Capabilities team to manage GoTo Meetings and GoTo Webinar media creation & publication upon receipt of the signed copy of the Permission to Publish form and a request for recording that accompanies that permission.

### Prior to Event - 1 week

1. Organiser identifies Presenter/s agrees to recording of the GoTo event;
2. Organiser points Presenter/s to the P2P form on the ANDS website;
3. Presenter downloads P2P form, fills out the form, signs the form, scans the form and returns the digital copy to the Organiser;
4. Organiser stores digital copy of the P2P form on the designated ANDS events folder in the ANDS intranet;
5. Organiser alerts @COMMS of the form location

### Prior to Event - 3 Days

6. Presenter/s send final Powerpoint slides to Organiser;
7. Organiser saves backup of the final event slides to the Capabilities ANDS Z: drive;

### During The Event

8. Event is conducted and local copy of the event recording is rendered on the main lead PC desktop;

### After The Event

9. Event recording source file in GoTo Meeting codec raw transferred to the Canberra ANDS NAS drive;
10. Event recording then re-encoded and templated using Camtasia by event Organiser;
11. Alert of final event recording draft sent to ANDS Vimeo Administrator;
12. Final draft recording transferred to Vimeo staging location by Event Organiser if deemed of quality to do so;
13. Publication of final draft sought for PM or Director approval for release via Vimeo if deemed of quality to do so;

### Publication of Resources on ANDS internet

14. Publication of media resource (Vimeo) - URL sent to all event participants upon release of live published link in the ANDS internet website.
15. Publication of media resource (GoTo) - final draft loaded to the GoTo events recording remote drive which sends auto alert to all event participants.

If not good -

Secondary Meeting -  
Resolve workflow.

①

## Capabilities GoTo Meeting Media Workflow

Steps taken by the Capabilities team to manage GoTo Meetings and GoTo Webinar media creation & publication.

### Prior to Event - 1 week

1. Presenter/s agrees to recording of the GoTo event;
2. Presenter/s accesses P2P form via ANDS website, downloads, fills out, signs, scans and emails digital copy to Organiser;
3. Organiser stores digital copy of the P2P form in ANDS intranet & alerts @COMMS of the form location

### Prior to Event - 3 Days

4. Presenter/s sends final Powerpoint slides to Organiser and backup stored on Capabilities Z: drive;

### During The Event

5. Event is conducted and local copy of the event recording is rendered on the ~~main lead~~ PC desktop; *where the GoTo event is started*

### After The Event

6. Event recording source file in GoTo Meeting codec raw transferred to the Canberra ANDS NAS drive;
7. Event recording then re-encoded from G2M3 to .MP4 format and template / ANDS branding applied using Camtasia *by event Organiser*;
8. Final draft recording transferred to Vimeo staging location by Event Organiser and *Vimeo Administrator informed*;
9. Approval sought from Manager/ Director *sought* to release final draft

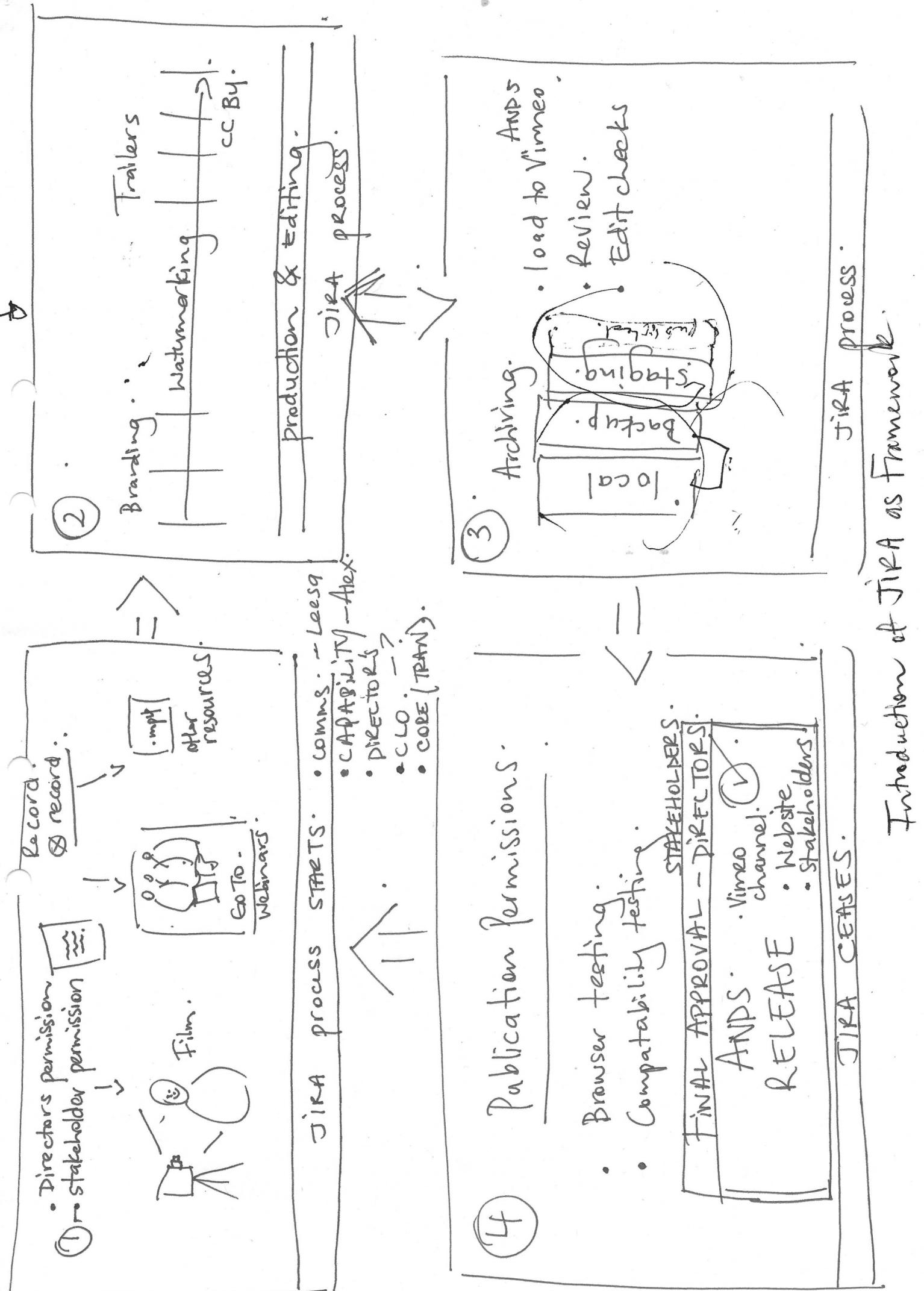
### Publication of Resources

10. If the media resource is good quality *URL* of video location is sent to all event participants and live published link in the ANDS internet website;
11. If the media resource is fair quality, final draft is loaded to the GoTo remote drive which sends auto location alert to all event participants.

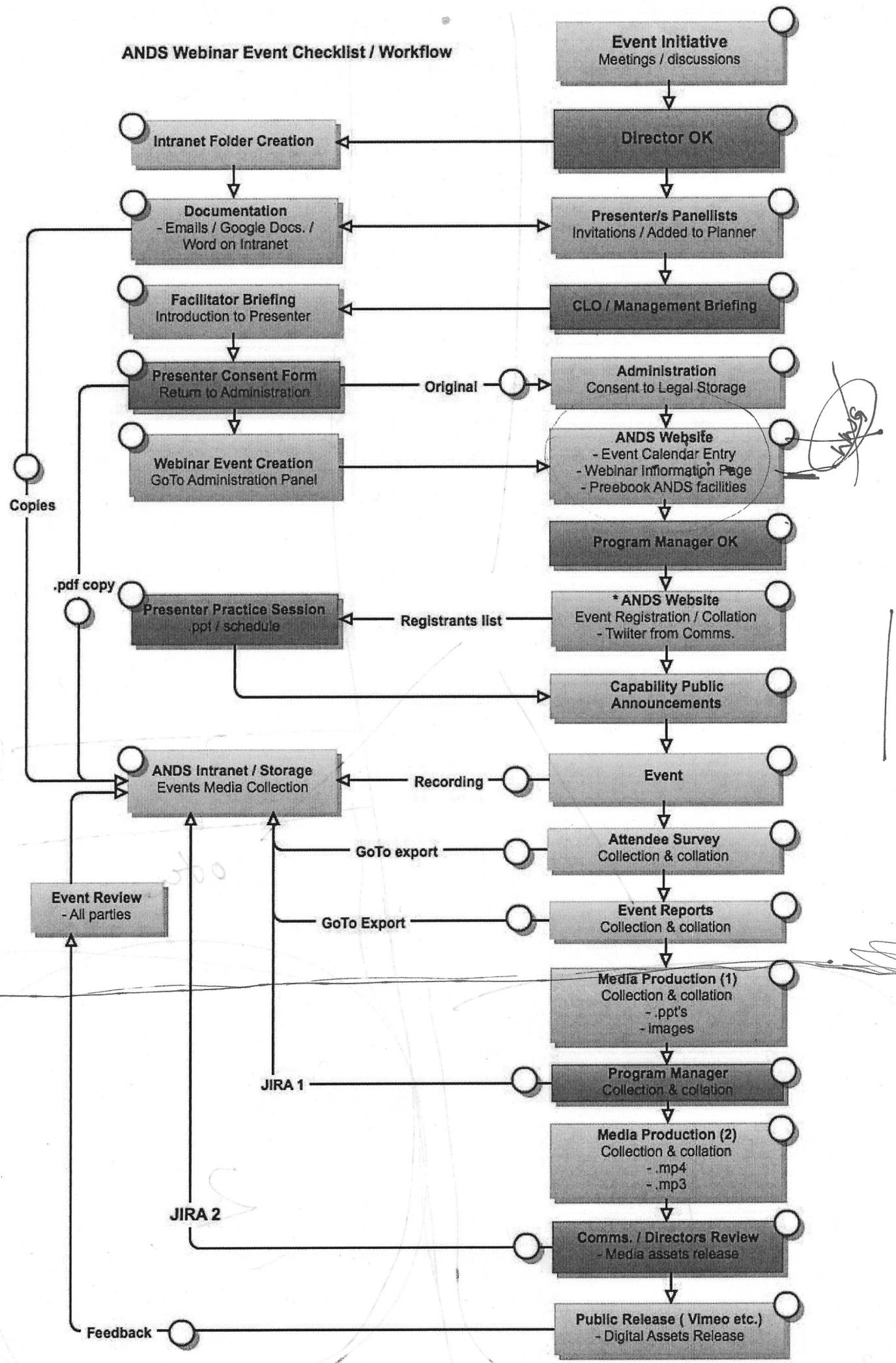
12. *poor quality - saved only.*

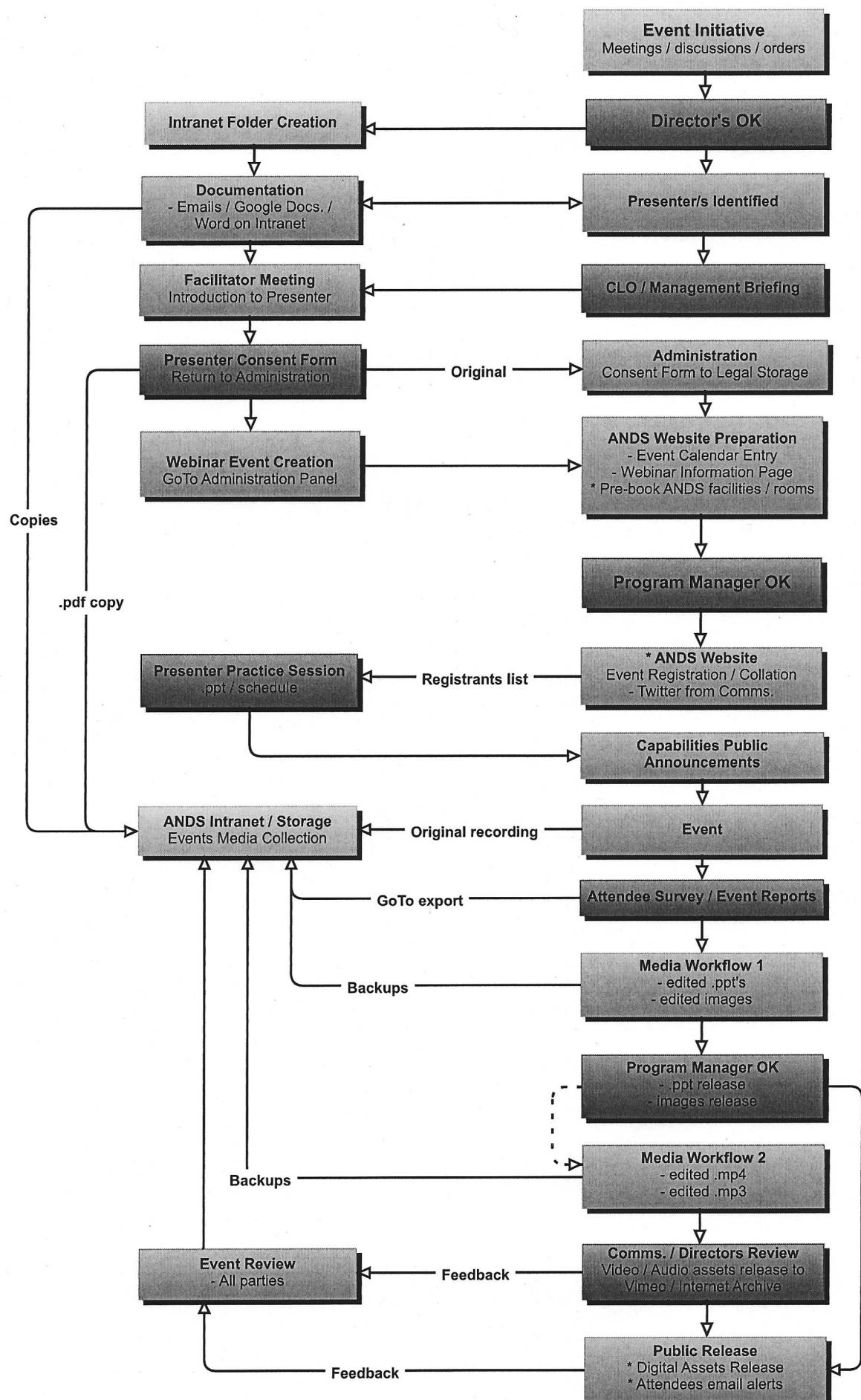
Secondary meeting  
Resolve workflow

②

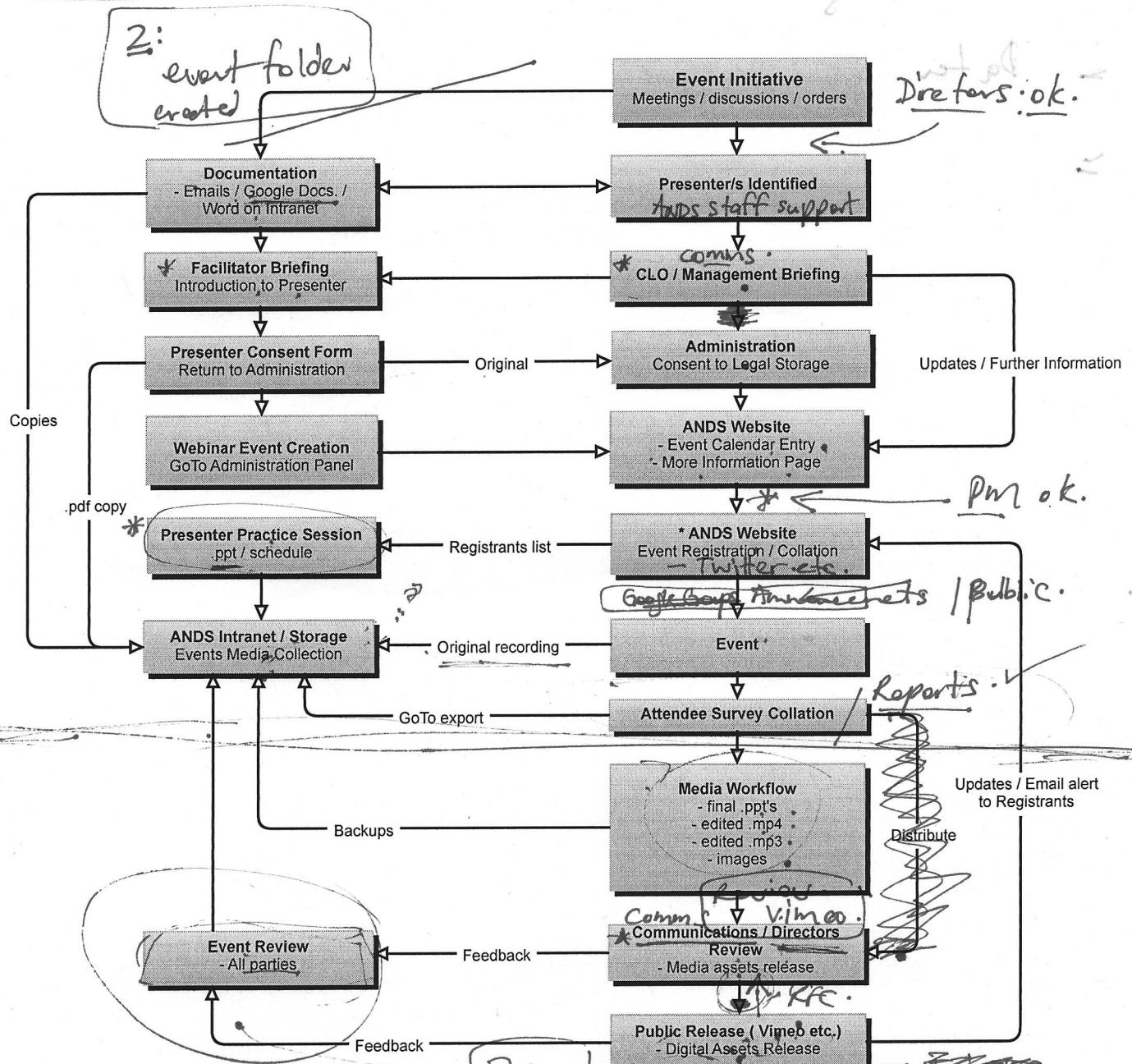


ANDS Webinar Event Checklist / Workflow





18th April - Version 2.0 - Director Feedback.



DCC

Ppts

Tracy

—

A hand-drawn speech bubble with a jagged, irregular outline. Inside the bubble, the word "feedback" is written in a cursive, handwritten font.

1st May - Version 3.0 - All stakeholder Engagement